

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : General Counsel ✓  
Budget Officer

FROM : Chief, Administrative Staff

SUBJECT: Transportation and Per Diem Expenses

DATE: 26 April 1950

1. The number of employees and their dependents traveling under change of station orders and home leave orders is continually increasing, and there arises a question as to whether a statement of policy should be issued by CIA in regard to the mode of travel.

2. To date, it has been the general practice within CIA to permit an employee and/or his dependents to elect the mode of transportation to be utilized, apparently without regard to the fact that the type of carrier used has a substantial effect on the cost involved. As an example, there would be a savings to the government in excess of \$550.00 for an employee, his wife, and one minor child to utilize air rather than sea transportation in the case of home leave from [ ] to Washington, DC, and return. The savings to the government through the use of air facilities in the case of an employee, his wife, and one minor child under permanent change of station orders from Washington to [ ] would be approximately \$100.00.

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3. It is realized, of course, that a number of employees as well as their dependents are reluctant to travel by air. However, as pointed out by the Comptroller General in Decision B-71009, dated 9 December 1947, air travel is now an accepted and reliable means of transportation and the mere fact that a person does not desire to use this method of travel may not serve to obligate appropriated funds for the payment of additional per diem or other traveling expenses. While the cited decision deals primarily with time spent in awaiting sea transportation -- air facilities being available -- it would appear that the conclusion reached would similarly apply to excess costs regardless of the waiting factor.

4. Inasmuch as the law states that leave of absence in connection with home leave shall be exclusive of the time actually and necessarily occupied in coming to or going from the US and its territories, it is obvious that absence from a duty status is longer in the case of sea travel. Since no charge to leave is made during the period of travel, a further savings to the government could also be made by utilizing the fastest means of transportation.

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5. The same question arises for individuals traveling overseas on temporary duty. While this problem affects vouchered travel, a greater number of people will be traveling [redacted]

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[redacted] Your expression as to whether or not a statement of policy should be published will be greatly appreciated.

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